

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	12/90	6/15	8	8.3
CHAPTER Chapter 8. Recordkeeping		SUBJECT Child Care Homes Records			

Child care homes must complete and maintain the following records to support the claim for reimbursement. These records must be maintained on file at the child care home and at the sponsoring organization's office to substantiate the claim.

- Menus which have been dated and list all food items served. Failure of a home to properly record all food items served will result in meal disallowances. Separate infant menus must be maintained for children less than one year of age. In addition, Infant Feeding Preference forms must be on file for all infants in care including any infant not being claimed and infants whose parents provide their infant formula and/or breast milk.
- Daily attendance records
- Time-in/time-out attendance records signed by the parents must be maintained by homes that claim meals over the home's licensed capacity. The time-in/time-out records are to be submitted to the sponsoring organizations with the provider's claim. The sponsoring organization may be requested to submit the time-in/time-out records to MDHSS for approval prior to the payment of the claim.
- Time-in/time-out for children who attend school, head start or may leave at various times through the day (if applicable with Meal Time Exception).
- Current License and Overlap (if applicable).
- Enrollment forms completed in entirety by the parent or guardian. Enrollment forms completed in whole or in part by the child care home provider are not acceptable. Each enrolled child must have his/her own enrollment documentation on file, including the provider's own children, other residential child(ren), foster child(ren), or non-residential related child(ren) who are claimed for meal reimbursement. Sponsors are required to assure that all enrollment forms are updated on an annual basis. Meals served to children whose enrollment forms are expired (completed more than one year ago) may not be claimed for reimbursement. Enrollment forms must also specify each child's usual time and days in attendance, and the usual meals eaten while in care.
- Infant Feeding Preference Forms documenting the parent's preference for infant feeding.
- Meal count records that are kept up to date and record meals served on a daily basis. Meal count records must be maintained on a per child basis. Homes with 12 or more children enrolled are required to maintain point of service meal count records, meaning that meals are recorded for children served during, or immediately following, the meal service. Homes with 11 or less children enrolled must record meals served on a daily basis. In instances of a serious deficiency related to meal claiming procedures, a sponsoring organization may require a home with 11 or less children enrolled to maintain point of service meal counts as part of their corrective actions.
- Sponsor/Home Agreement

- Documentation for processed foods which may include a Child Nutrition (CN) label or signed documentation from the manufacturer that shows the amount of meat/meat alternate and/or grain/bread provided per serving.